

APPELLATE JUDICIAL COMMISSION

Guidelines for References

The Appellate Judicial Commission is accepting letters of references for applicants for the vacancy on the Missouri Court of Appeals, Southern District, created by the resignation of Judge Kenneth W. Shrum, who intends to retire effective August 31, 2006. Please send your "original letter" of reference **by e-mail only** to the Commission in care of judgevacancy@courts.mo.gov.

A hard copy of a reference letter will not be accepted. Telephone calls also will not be accepted. In addition, **a letter sent directly to commissioners will not be accepted. Your reference letters must be sent via e-mail only to the Chair of the Appellate Judicial Commission** in care of judgevacancy@courts.mo.gov.

Your letters must be received by **5 p.m. Friday, August 11, 2006**. Reference letters will be held in the strictest confidence and should contain the following information:

1. Your acquaintance with the applicant, including length of acquaintance and familiarity with personal and professional qualifications.
2. The applicant's qualifications as a lawyer, including educational background, fields of law with which the applicant is familiar, and the applicant's aptitude for doing the regular work of an appellate judge in evaluating briefs, hearing oral argument, and writing reasoned and scholarly opinions.
3. The applicant's performance as practitioner, teacher, or judge or otherwise in the legal profession. For a practicing lawyer, this might include comment on forensic ability, thoroughness of preparation, trustworthiness, and courtesy to judges and opposing counsel. For a judge, there might be comment on soundness of rulings, courtesy and demeanor, promptness in moving cases, and ability to instill confidence in lawyers and litigants. For others, there should be discussion of the nature and depth of legal assignments.
4. Personal qualifications, including reputation in the community, activity in civic and charitable organizations, public positions held, whether compensated or not, and any other qualities of character appropriate for applicants on the bench.

Enclosure



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